



DEC 23 2004

TO: International Representatives (IREPS)

FROM: William R. Steiger, Ph.D. *URS*
Special Assistant to the Secretary for International Affairs

SUBJECT: Mandatory Personal Security Training for Temporary Duty Travel of 30 Days and Longer

Early in 2004, the U.S. Department of State sent an Executive Secretary Memorandum to all U.S. Government agencies with employees who serve overseas to indicate that, effective January 1, 2005, all American personnel who request country clearance at an overseas location under Chief of Mission authority to perform extended temporary duty (TDY) for a period of 30 days or more must complete mandatory personal security training prior to their travel.

Therefore, no traveler scheduled for international TDY of 30 days or longer may leave the United States for such an assignment without first completing the mandatory personal security training. The Office of Global Health Affairs (OGHA) will begin implementing this policy Department-wide at the beginning of calendar year 2005. OGHA will refuse to clear on draft country clearance cables for HHS travelers who are scheduled to spend 30 days or more on TDY at a given overseas location if the draft cable does not indicate that the traveler has completed, or will complete before the date of departure, the mandatory personal security training. OPDIVS and STAFFDIVS have the responsibility to ensure that their employees, fellows and contractors slated for lengthy TDY travel, including research fellowships and other exchange programs, receive the required training before they leave the United States to begin their assignments.

The Department of State has approved the Centers for Disease Control and Prevention's internal training program, but for all other OPDIVS, the Department of State's Foreign Service Institute (FSI) will provide the approved minimum four-day training class, "Serving Abroad for Families and Employees (S.A.F.E.)." Please direct questions regarding the frequency of these training sessions to the FSI Training Schedules Office at 703-746-2334. For more information on the content of these courses, please contact Dr. Patricia Schofield in the FSI Training Syllabus Office at 703-302-7267.

In extraordinary cases that involve TDY employees, if time or urgency of mission does not allow for the completion of this mandatory security training, the country clearance request should note the circumstances and request a waiver from the Chief of Mission. These requests for waivers should be extremely rare, and the Office of Global Health Affairs reserves the right to refuse to clear on a cable if we believe the OPDIV or STAFFDIV concerned has not taken adequate steps to secure the mandatory training for its employee(s) before departure.